



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

August 20, 1998

Alan A. Butchman, Treasurer
Garvey, Schubert & Barer
Political Action Committee
1000 Potomac Street, NW
Washington, DC 20007

Identification Number: C00177550

Reference: June Monthly Report (5/1/98-5/31/98)

Dear Mr. Butchman:

This letter is to inform you that as of August 19, 1998 the Commission has not received your response to our request for additional information, dated July 29, 1998. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Andrea S. Wilkens on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

A handwritten signature in black ink, which appears to read "John D. Gibson", is positioned above the typed name.

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Alan A. Butchman, Treasurer
Garvey, Schubert & Barer
Political Action Committee
1000 Potomac Street, NW
Washington, DC 20007

JUL 29 1998

Identification Number: C00177550

Reference: June Monthly Report (5/1/98-5/31/98)

Dear Mr. Butchman:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Please provide a Schedule A to support the entry reported on Line 16 of the Detailed Summary Page. All refunds received from federal candidates and committees must be itemized on Schedule A regardless of the amount of the refund. 2 U.S.C. §434(b)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

Andrea Wilkens

Andrea Wilkens
Reports Analyst
Reports Analysis Division

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text outlines various methods for organizing and storing data, including digital databases and physical filing systems. It also mentions the need for regular audits and reviews to ensure the integrity of the information.

2. The second section focuses on the role of communication in achieving organizational goals. It highlights the importance of clear and concise communication channels, both internally and externally. The text suggests implementing regular meetings and reports to keep all stakeholders informed and engaged. It also discusses the benefits of open communication, such as improved collaboration and faster problem-solving.

3. The third part of the document addresses the challenges of managing a large and diverse team. It provides strategies for effective leadership, including setting clear expectations, providing support and resources, and fostering a positive work environment. The text also touches upon conflict resolution and the importance of recognizing and rewarding team members for their contributions.

4. The final section discusses the importance of continuous learning and development. It encourages organizations to invest in training and development programs for their employees. The text mentions various methods for assessing employee performance and identifying areas for improvement. It also discusses the benefits of a learning culture, such as increased innovation and adaptability.